

November 8, 2004

Dear Employee:

Open enrollment will take place from **November 8, 2004 through December 13, 2004**. At this time, benefit-eligible employees may elect to make changes or enroll in new benefits for the 2005 plan year.

Open enrollment is the only time during the year, with limited exceptions, that you may:

- Change your health plan coverage in the District of Columbia Employees Health Benefits Program (DCEHBP) or the Federal Employees Health Benefits Program (FEHBP);
- Enroll in the Short-term Disability Insurance program;
- Set up Flexible Spending Accounts (FSA) for 2005 to pay out-of-pocket health care and/or dependent care expenses with before-tax dollars; and
- Add new dependents to the health plans.

In order to assist you in understanding the benefits programs and how to enroll in them, the DCOP has prepared an open enrollment brochure that summarizes the District's benefit program. You do not need to do anything if you want to maintain your current level of coverage for the health benefits and short-term disability programs for 2005; your enrollment will continue automatically. When reviewing and/or selecting a new health insurance program, please make sure that you review the plan summary information to make an informed decision. There may have been changes in co-pays for hospitalization, prescriptions, primary care, and specialist care visits.

Please note: If you participated in the Flexible Spending Account program during 2004, your FSA contributions will not automatically continue into 2005. You must reestablish your FSA accounts for the 2005 plan year. New participants in the Flexible Spending Account program are welcome to enroll.

The D.C. Office of Personnel will also host several benefits fairs. The dates and times are located in the enclosed brochure as well as on the DCOP website. Program brochures will be available at several locations: One Judiciary Square, Suite 345 South; Reeves Center – 4th Floor; and your agency personnel office.

For additional information or questions, please contact the DC Office of Personnel, Employee Service Center, at (202) 442-9655; the Reeves Center Benefits office at (202) 671-1300; or visit the DCOP website at www.dcop.dc.gov.

Sincerely,

Sylvia V. Pulley, RN, SPHR
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